

**Virginia Department of Social Services
FY 2013 Program Guide for Allowability of Costs**

		Yes = Y, No = N, Restrictions on use = R			
	Budget Line Item	VOCA	FVPSA	STATE General Funds	Allowable for VDSS Domestic Violence Grant?
1	PERSONNEL				
	Direct Service Staff	Y	Y	Y	Y
	Direct Service Supervisor	Y	Y	Y	Y
	Administrative & Support Staff	R Only for the portion of time used for program documentation, victim records, required reports and statistics.	Y	Y	R Only for the portion of time used for program documentation, victim records, required reports and statistics.
	Fundraiser/fund development	N	N	N	N
	Board/Advisory Council members	N	N	N	N
	Stipends/Honorariums	N	N	Y	N
	Bonuses	N	N	N	N
2	PAYROLL TAXES & BENEFITS				
	For Personnel as allowed above	Y	Y	Y	Y
	Deferred compensation match	N	N	N	N
	Severance for direct service staff	Y	Y	Y	Y
3	BUILDING				
	Rent/Mortgage				
	Rent (prorated)	Y	Y	Y	Y
	Mortgage payments	N	N	N	N
	Utilities				
	Gas, electric, water & sewer	Y	Y	Y	Y
	Security Systems	Y	Y	Y	Y
	Insurance				
	Building liability	N	N	Y	N
	Personal property	N	N	Y	N
	Maintenance and Repairs				
	Building modifications (handicap access)	Y (if owned)	Y	Y	Y
	Building improvements	N	Y	Y	N
	Garbage collection	Y	Y	Y	Y
	Cleaning service	Y	Y	Y	Y
	Building repairs	Y (if owned)	Y	Y	Y
	Household Supplies				
	Cooking utensils/dishware	Yes, for shelter programs only			
	Bedding and linens	Yes, for shelter programs only			
	Cleaning supplies	Y	Y	Y	Y
	Paper products	Y	Y	Y	Y
	First Aid kit and supplies	Y	Y	Y	Y
4	OFFICE AND PROGRAM EXPENSES				
	Printing				

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Administrative policies and paperwork (incl Annual Report)	N	N	Y	N
Protocols, working agreements	N	Y	Y	Y
Needs Assessments/surveys/studies	N	Y	Y	N
Brochures, program literature	Y	Y	Y	Y
Public presentations materials	Y	Y	Y	Y
General public awareness on issues	N	Y	Y	Y
Community education of non-victims	N	Y	Y	Y
Postage				
Administration related correspondence	N	N	Y	N
Program and educational materials	Y	Y	Y	Y
Client correspondence	Y	Y	Y	Y
Communications				
Phone leases & maintenance fees	Y	Y	Y	Y
Billing (local long distance, and toll-free)	Y (direct services)	Y	Y	Y
Voice mail, call waiting	Y	Y	Y	Y
Cable or satellite dish	N	N	Y	N
Internet service	Y	Y	Y	Y
Program Supplies and Costs				
Victim food and meals	Y	Y	Y	Y
Victims support group food	Y	Y	Y	Y
Staff meeting snacks	N	N	Y	N
Board meeting foods	N	N	Y	N
Support group supplies	Y	Y	Y	Y
Children's activity supplies	Y	Y	Y	Y
Shelter based family support activities	Y	Y	Y	Y
Client emergency basic need items	Y	Y	Y	Y
Client medical costs	N	N	N	N
Resource materials, books, videos	Y (direct services)	Y	Y	Y
Computer software (separate purchase)	Y (direct services)	Y	Y	Y
Subscriptions to newspapers, magazines	Y	Y	Y	Y
Software development	Y	Y	Y	N
Publicity/Advertising				
Recruitment of staff (grant funded only)	Y	Y	Y	Y
Recruitment of volunteers	Y	Y	Y	Y
Public information and event notices	Y (direct services)	Y	Y	Y
Purchase of promotional items	N	Y	Y	Y
Web page development	N	Y	Y	Y
Office Supplies				
Paper, pens, folders, toner, etc.	Y (direct services)	Y	Y	Y
Business computer software	N	Y	Y	Y
Insurance				
Malpractice (professional liability)	Y	Y	Y	Y
Auto insurance	Only if vehicle was purchased with grant funds			R
Equipment maintenance/repair/lease				
Shelter program equipment	Y	Y	Y	Y
Vehicle	Only if vehicle was purchased with grant funds			R

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5	EQUIPMENT Purchases				
	Shelter program equipment (washer, dryer, freezer, refrigerator, stove)	Y	Y	Y	Y
	Phone Systems (purchase)	Y	Y	Y	Y
	Cell phones	Y	Y	Y	Y
	Typewriters	Y	Y	Y	Y
	Shredders	Y	Y	Y	Y
	Copiers	Y	Y	Y	Y
	Fax machines	Y	Y	Y	Y
	Computers	R	R	Y	R
	Overhead and LCD projectors	Y	Y	Y	Y
	DVD players	Y	Y	Y	Y
	Television	Y	Y	Y	Y
	TTY/TDD machines & Braille equipment	Y	Y	Y	Y
	Filing cabinets	R	Y	Y	R
	Desks and Chairs	R	Y	Y	R
	Client use sofas, chairs, tables, etc.	Domestic Violence Shelter Programs Only			
	Playground equipment	Domestic Violence Shelter Programs Only			
	Lighting	Y	Y	Y	Y
	Security equipment	Y	Y	Y	Y
	Vehicle (prior approval required)	Y	Y	Y	Y
6	CONTRACT SERVICES / CONSULTANTS				
	Interpreters	Y	Y	Y	Y
	Mental health providers	Y	Y	Y	Y
	In-service trainer for direct service staff development	Y	Y	Y	Y
	In-service trainer for administration or board service	N	N	N	N
	Bookkeeping/Financial/Auditing	N	Y	Y	N
	Administrative services	N	Y	Y	N
	Legal services for program	N	Y	Y	N
	Animal care for sheltered victims	Y	Y	Y	Y
	Hotel/Motel safe housing	Y	Y	Y	Y
	Family Violence Hotline	Y	Y	Y	Y
7	TRAVEL , TRANSPORTATION & TRAINING				
	Travel and Transportation				
	Direct service work mileage and lodging	Y	Y	Y	Y
	Administration mileage and lodging	N	Y	Y	Y
	Transportation for client safety	Y	Y	Y	Y
	Bus tickets, tokens, taxi (victim transportation)	Y	Y	Y	Y
	Board/Advisory Council business	N	N	Y	N
	Laundry, entertainment, alcohol	N	N	N	N
	Direct service work meals	Y	Y	Y	Y
	Victim relocation expenses	N	N	Y	Y
	Purchase or lease of necessary vehicles	R	R	N	R
	Vehicle insurance	Y	Y	Y	Y
	Vehicle maintenance/repairs	Y	Y	Y	Y

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	(prorated, if shared)				
	Training (includes travel, meals, lodging, mileage, registration)				
	For direct service staff and volunteers	Y	Y	Y	Y
	For administration services	N	Y	Y	Y
	Direct service training provided to other agencies	N	Y	Y	Y
	Crime victim participation in conferences	N	Y	Y	Y
	Purchase of books, manuals, DVDs (direct service)	Y	Y	Y	Y
	Web-based training	R	Y	Y	Y
	Food provided at training	N	Y	N	N
	Salary payment for training participants	N	N	N	N
8	Other				
	Indirect Costs	N	N	Y	N
	Memberships to professional organizations	Y	Y	Y	Y
	Program relocation expenses	N	N	R	R

For further detail about federal funding guidelines, please use the following links:

- Victims of Crime Act (VOCA)
http://www.justicia.gobierno.pr/rs_template/v2/FonFed/Download/Ref_C_VOCA.pdf
- Family Violence Prevention and Services Act (FVPSA)
<http://uscode.house.gov/download/pls/42C110.txt>
- Temporary Assistance to Needy Families (TANF)
http://www.whitehouse.gov/omb/assets/omb/fedreg/2005/083105_a87.pdf

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